



USAID | SOUTH SUDAN

FROM THE AMERICAN PEOPLE

ANNOUNCEMENT NO: VA-16- 01 (Juba)

<u>OPEN:</u>	To all South Sudanese Nationals. Current Mission employees serving a probationary period are not eligible to apply.
<u>POSITION:</u>	Human Resource Assistant
<u>OPENING DATE:</u>	Wednesday : October 28, 2015
<u>CLOSING DATE:</u>	Friday: November 13, 2015 - max. 4:30 p.m.(South Sudan time)
<u>WORK HOURS:</u>	Full-time; 40 hours/week
<u>POSITION GRADE:</u>	Full performance grade level for this position is: FSN-08 (\$16,175 to \$24,263) A training grade level, below FSN-08 may be established depending on the education and relevant work experience of the applicant. Base Salary Range will be commensurate with established salary history, qualifications, and relevant work experience.

The United States Agency for International Development (USAID) Juba, South Sudan is seeking applications for the position of Human Resource Assistant in the Executive Office.

JOB SUMMARY:

Under the supervision of the Human Resources Specialist, the incumbent performs the full range of personnel services support for all US Citizen Employees (USDH, USPSC, Locally Engaged Staff (LES) and Third Country National employees (TCN). The incumbent is responsible for: LES staff recruitment and employment which includes, drafting advertisements, coordinating the interview and selection processes, obtaining pre-employment clearances, etc. S/he is responsible for preparing check-in and check-out packages and arranging orientation programs for the newcomers with all USAID/South Sudan offices.

MAJOR RESPONSIBILITIES:

- The incumbent assists in coordinating the in-house and mission training programs and is assigned as the mission point of contact (POC) for training programs. As the POC coordinates and updates the training schedules; organizes logistic support to the facilitator and participants i.e. registration, lodging, visa, course materials and maintains training records, etc. Will be responsible for maintaining a training data base for the entire mission.
- The incumbent prepares Personal Services Contracts for Foreign Service Nationals including the estimated contract budget and any amendments of solicitation/modification of the contract for various actions. Maintenance of the office personnel folders of USAID/South Sudan USDH, USPSC, TCNPSC and FSN employees.

- The incumbent will be responsible for coordinating the awards program for USAID/South Sudan and will maintain an up to date data base for all the awards received by the employees.
- The incumbent will be responsible for preparing Travel Authorizations both paper TA and E2 for all International travel and local travel authorizations. Serves as the backstop for the Travel Assistant. Files all travel documents in personal folders and maintains a current master file for references. Provides guidance to the traveler on travel regulations. Assists in reviewing invoices from the travel agent to ensure accuracy in billing. Ensures that an approved TDY memo is available for all TDYers arriving Juba, South Sudan.
- Prepare WINTA for FSNs and WEB TA for ex pat staff.
- Prepare Staffing Patterns, ORG Charts, filing and other HR and travel related reports.

MINIMUM QUALIFICATIONS REQUIRED

- EDUCATION:** Diploma in Business Administration, Economics, Human Resources, or other related field is required.
- EXPERIENCE:** Three to five years of progressive experience of general administrative/human resources is required.
- LANGUAGE:** Level 4 (fluent) in spoken and written English is required.
- KNOWLEDGE:** Must have a good knowledge of general office operations and procedural requirements pertaining to functions performed in the Human Resources Office.
- ABILITY AND SKILLS:** Must have knowledge of computer operation, word processing, and spreadsheet applications. Must be able to organize work and be able to operate standard office equipment (e.g. photocopier, scanner, fax, calculator, etc...).Excellent interpersonal skills required

HOW TO APPLY

Applicants are required to submit an application package, along with a cover letter of interest, which clearly describes individual's qualifications for this position, and their CV. In addition, applicants should submit Form DS-174. This form is available on the US Embassy web site: <http://southsudan.usembassy.gov/about-us/job-vacancies.html> Options for submission of application materials:

1. To USAID/South Sudan by email at jubahr@usaid.gov
Subject line: Human Resource Assistant
OR
2. Deliver one copy to USAID/South Sudan, Juba. Application box is inside the first entry door at the U.S. Embassy.

Your application may not be considered without all of these aspects included.

A strong and clear cover letter expressing reasons for the interest in the position and describing the candidate's qualifications and contributions which they can provide to USAID/South Sudan operations is

required. The successful applicant must be able to obtain and retain the required USAID medical and security clearances. Please note that only short listed candidates will be contacted for an interview.

Required Documents:

1. Cover Letter of Interest (including vacancy # of the position)
2. An up-to-date resume/C,V
3. USAID Application Form DS-174 (to be filled out completely)

Note:

1. Only short-listed candidates will be notified.
2. This vacancy is only open to nationals of South Sudan.
3. Application submission without the required Form DS-174 and supporting documents will not be considered.
4. No in-person appointments or telephone calls will be entertained.

It is the policy of the United States Government to ensure equal employment to all persons without regard to race, color, religion, sex, national origin, age disability or sexual orientation.